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This Notice Expires 1 January 1959

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PERSONNEL

4 June 1958

SURVEY OF OVERSEAS SERVICE

1. The Agency is considering the possibilities of developing a more advantageous retirement program which would depend in some measure on the requirement for overseas service by our personnel. Some of the records necessary to compile planning data are not available in a centralized place. The work necessary to document past overseas service (for CIA and for other departments, agencies, and services of the U. S. Government) of Agency personnel for planning purposes would be prohibitive in cost and time required. The information needed is: the kind of overseas service (military or civilian, PCS or TDY), where performed (country, or island or possession--not city), the beginning and ending dates (to the closest month), and the responsible U. S. Government component (CIA, Army, State, OSS, etc.) at the time the duty was actually performed.

2. To simplify the requirement which this notice places on an operating office, division, or staff of the Agency for this information, survey cards (Form 1451, Record of Overseas Service) bearing name and personnel serial number, will be distributed to all vouchered employees, and each employee will fill out his own card. This is feasible because the information obtained will be used only for statistical analysis and planning purposes. Such information should, however, be as accurate as possible.

3. The same kind of information is needed for all staff employees paid from confidential funds and for staff agents. For all employees paid from confidential funds, Forms 1451 (bearing names and personnel serial numbers) will be sent to the responsible components to be filled out as follows:

a. Staff employees paid from confidential funds who are actually at headquarters will fill out their own cards.

b. Staff employees paid from confidential funds who are overseas will be queried by book dispatch. Detailed instructions for this procedure will be given to each responsible Administrative Officer.

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c. Requests for information about overseas service of staff agents will be sent in pseudonym on an "Eyes Only" basis to the appropriate Administrative Officer. The senior Administrative Officer of each operating office, division, or staff will be responsible for insuring that these cards are filled out and returned promptly.

4. Detailed instructions for filling out the Forms 1451 will accompany the form and each employee will be told to ask his Administrative Officer for any needed assistance. However, there are some aspects of the requested information which require more delicate handling for some personnel than the card indicates:

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of Personnel, room 801, 1016 16th Street. Blank supplemental forms should be used for this purpose. In these cases the appropriate box on the original form should be marked and the name and the personnel serial number entered on the supplemental form even though the two forms are not returned together.

b. Security. For the sake of uniformity and ease of handling, the same Form, Form 1451, will be used for vouchered employees, for employees who are paid from confidential funds, and for staff agents. When forms are distributed, they will show only name and personnel serial number, will be distributed in a secure manner, and should be returned through the same channels from which they were received.

5. Blank supplemental Forms 1451 will be given to the Administrative Officers of each operating office, division or staff for use of personnel who need more space than is on one form. If a supplemental form is used, the appropriate box on the first form should be checked and the name and personnel serial number of the employee should

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be copied on the supplemental form. Forms should not be bent or stapled but may be fastened with paper clips unless one form contains sensitive information and must be returned separately.

6. Employees should be told that it is in their interest to send copies of all non-CIA overseas duty documents which they may have to the Office of Personnel. These documents will not be needed for some time so they should be forwarded separately or at a later date. Canceled passports provide one of the best sources of information concerning overseas travel. Such passports should, however, be forwarded to the Office of Personnel separately from Form 1451. The cut-off date for survey information is 1 July 1958. As of this date, the Office of the Comptroller will extract information from current records.

7. All forms for vouchered employees and employees paid from confidential funds at headquarters are to be returned on or before 30 June 1958 to the Office of Personnel, Statistical Reporting Branch, room 192, Curie Hall. All forms for employees paid from confidential funds who are overseas are to be returned on or before 30 July to the Office of Personnel, Statistical Reporting Branch, room 192, Curie Hall. All forms for staff agents and for sensitive staff agent service of individuals who are now staff employees are to be returned, marked "Eyes Only," in a sealed envelope to the Chief, Contract Personnel Division, Office of Personnel, room 801, 1016 16th Street.

8. Senior Administrative Officers of each operating office, division, or staff will be responsible for insuring that all forms are filled out and returned promptly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB
SPECIAL

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INTERNAL USE ONLY

THE ACCOMPANYING FORM 1451, RECORD OF OVERSEAS SERVICE MAY MEAN
ADDITIONAL RETIREMENT BENEFITS FOR YOU!

READ BOTH SIDES OF THIS CARD CAREFULLY BEFORE FILLING OUT YOUR FORM 1451

YOUR ADMINISTRATIVE OFFICER HAS ADDITIONAL DETAILED INFORMATION AND BLANK SUPPLEMENTARY CARDS. ASK FOR MORE CARDS AND ASSISTANCE IF YOU NEED IT.

It is in your interest to send COPIES of all non-Agency overseas duty documents to the Benefits & Casualty Division, Office of Personnel. These documents should not accompany your Form 1451 card since they will not be needed for some time.

THE MACHINE CARD (FORM 1451) ADDRESSED TO YOU IS THE FIRST MAJOR STEP IN AGENCY PLANNING FOR AN IMPROVED RETIREMENT PROGRAM WITH FULL BENEFITS. YOUR COOPERATION IN FILLING OUT THIS CARD FORM IS ESSENTIAL IF ANY FURTHER PLANNING IS TO BE DONE. THE INFORMATION REQUESTED HAS NEVER BEFORE BEEN COMPILED IN ONE CENTRAL PLACE ON A NAME BASIS BECAUSE NO NEED FOR IT WAS ANTICIPATED. IF AN IMPROVED RETIREMENT PROGRAM SHOULD BE ADOPTED, YOUR ACCURACY IN FILLING OUT YOUR FORM NOW WILL ASSIST MATERIALLY IN VERIFYING YOUR CREDITABLE PAST OVERSEAS DUTY FOR RETIREMENT BENEFIT PURPOSES.

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- Please study your card Form 1451 and be sure you understand what is required before you fill it out.
- Be as accurate as possible, but the information need not be certified.
- If you have had no overseas service at any time, mark form "not applicable."
- List each increment of overseas duty performed at any time on behalf of the U. S. Government and give the approximate location.
- If PCS, give dates of arrival at first duty post and departure from last duty post only for each increment of overseas duty.
- If TDY, give only dates of departure from and return to your headquarters for each overseas trip.
- Omit TDY travel and changes in overseas PCS if they occurred while you were on PCS overseas.
- If home leave and/or TDY to your headquarters occurred while you were on PCS overseas, they should not be deducted from overseas service.
- Do not duplicate overseas service where it was performed simultaneously for two organizations.
- Cutoff date for information is 1 July 1958. As of this date certified information will be extracted by Fiscal and Finance Divisions from current records.
- The telephone number should be one where additional information can be obtained if necessary.
- The completed form must be returned to your administrative officer on or before your next payday.
- Be sure to read the other side of this card.

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